

Versatile Enterprise v6 by Zasio Enterprises, Inc.

Versatile Enterprise Summary Report

The Joint Interoperability Test Command (JITC) tested Zasio Enterprise's Versatile Enterprise v6, a stand-alone records management application (RMA) at the Zasio facility in Boise, Idaho from 9 through 18 December 2003. The implementation was verified using version 7.1 of the Test Procedures and was compliant with DoD 5015.2-STD, dated June 2002. All mandatory requirements were satisfied.

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1. Product Identification

Versatile Enterprise v6 is a stand-alone RMA.

2. Test Configuration

Versatile Enterprise v6 consists of:

- Versatile Enterprise v6
- ZASIO EDMS v6

The test configuration consisted of:

- One server hosting Versatile Enterprise v6 on the Windows 2000 Server Operating System (OS) Service Pack (SP) 4.
- One server running MS SQL Server 2000 (SP3a).
- One server running MS Exchange 2000 (SP3).
- Two client Personal Computers (PCs) running MS Windows 2000 Professional (SP4). Installed software included MS Office 2000 Professional (SP3) and ZASIO EDMS v6.
- Two client PCs running MS Windows XP Professional (SP1). Installed software included MS Office XP Professional (SP2) and ZASIO EDMS v6.

In a subsequent configuration, JITC repeated the test using the Oracle 9i database while using the same client configuration.

3. RMA Mandatory Requirements

3.1 *Managing Records [C2.1.1.]*

Versatile Enterprise manages electronic, non-electronic, and e-mail records. It stores electronic records in its repository and maintains them in their original, native file format. Users maintain records stored on other media, such as paper, diskette, or tape by adding metadata through the user interface.

3.2 *Accommodating Dates and Date Logic [C2.1.2.]*

Versatile Enterprise stores and displays dates using a 4-digit year format, and recognizes leap years including the year 2000. The product accepts user input of valid dates from current, previous, and future centuries.

3.3 *Implementing Standard Data [C2.1.3.]*

Versatile Enterprise provides the capability to implement standard data elements. Field names and data types are customizable and are consistent throughout the user interface, including input screens, search menus and report output.

3.4 *Backward Compatibility [C2.1.4.]*

This is the first test for this product against version two of DoD 5015.2-STD¹, therefore test data was not available to verify backwards compatibility.

3.5 *Accessibility [C2.1.5.]*

Zasio Enterprises provided the 508 Voluntary Product Accessibility Templates (VPATs) provided as Appendix C in the detailed test report.

3.6 *Implementing File Plans [C2.2.1.]*

Versatile Enterprise provides the required capabilities for creating and maintaining disposition instructions and file plans. Disposition instructions are assigned to record plan components when creating the file plan categories. Subcomponents under that level inherit the same disposition instruction.

Access to the associated Versatile Enterprise functions is granted/restricted through the assignment of privileges to groups and/or users. Versatile Enterprise provides support for multiple levels of file plan access. During the test "privileged" users were able to create and manage folders.

3.7 *Scheduling Records [C2.2.2.]*

Versatile Enterprise automatically tracks the disposition schedules for screening and disposition processing. Records managers reschedule files by assigning a different disposition instruction to the file or altering the retention period (which reschedules all records associated with that schedule).

¹ Backwards Compatibility is a new requirement in the June 2002 version of DoD 5015.2-STD.

3.8 *Declaring and Filing Records [C2.2.3.]*

Versatile Enterprise provides the capability to file both electronic and non-electronic records. Users file electronic records to Versatile Enterprise using the ZASIO EDMS client. Users file records by dragging a file from their hard drive and dropping it onto the appropriate folder in the ZASIO EDMS client. They may also use the "Save As" integration in MS Word, Excel, or Power Point to file records. Users complete the record profile and click "OK" to file the record. To file non-electronic records, users complete the record profile using the Versatile Enterprise user interface and click "Add."

At the time of filing, Versatile Enterprise assigns a unique record identifier and a date/time stamp to each record. The date/time stamp serves as the required Date Filed profile field. Users cannot modify either field.

3.9 *Filing E-mail Messages [C2.2.4.]*

Versatile Enterprise provides the capability to file e-mail messages from MS Outlook. Versatile Enterprise automatically captures message transmission and receipt data to populate the Author/Originator, Addressee(s), Publication Date, and Subject record profile fields.

When filing e-mail that has an attachment(s), Versatile Enterprise requires users to file the e-mail message and the attachment(s) as a single record. If users wish to assign different profile metadata to attachment(s) individually, they save the attachment(s) to their hard drive and file them like any other electronic record.

3.10 *Storing Records [C2.2.5.]*

Versatile Enterprise stores electronic records in the database or uses the server's NT File System (NTFS) for storing and preserving electronic records. The permissions assigned at the series, folder, and document levels determine who has access to the records and what they can do with those records. Only users with appropriate access can delete records from the repository.

File plan and document profile data are stored separately from the actual records in a relational database. MS SQL Server 2000 and Oracle 9i provided the databases during the compliance test.

3.11 *Screening Records [C2.2.6.1.]*

Versatile Enterprise provides record screening functionality via search functions. To find out which folders have outstanding disposition actions, records managers must search by retention event and a date range. Records managers can enter a future date to calculate disposition for planning purposes.

3.12 *Closing Record Folders [C2.2.6.2.]*

Versatile Enterprise offers authorized users the ability to close folders by assigning edit privileges to folders. To close a folder to further filing, authorized users check the "Closed" checkbox on the folder profile and click "Update" to complete the operation. For event-based dispositions, authorized users can specify an event date, which automatically closes the folder.

3.13 *Cutting Off Record Folders [C2.2.6.3.]*

To cut off record folders, records managers search for folders due for cutoff as of a certain date. Versatile Enterprise displays a list of folders matching the search criteria. Records managers select the folder(s) they wish to perform cutoff on, select the "Retention" tab, and then select the cutoff retention event from the "Current Retention Event" drop down list. They press "Update" to approve the cutoff.

3.14 *Freezing/Unfreezing Records [C2.2.6.4.]*

Versatile Enterprise provides the capability to freeze and unfreeze folders and records. If a freeze is applied to a folder, Versatile Enterprise prevents records managers from disposing of the folder and/or records attached to the folder.

3.15 *Transferring Records [C2.2.6.5.]*

Records managers search the database for all folders with a retention event of "Transfer." Versatile Enterprise displays a list of folders matching the search criteria. They navigate to the properties for the folder, select the "Retention" tab and select "Transfer" from the Current Retention Event drop down list. Records managers click "Update" to complete the operation. Records manager click "Export" to copy the selected records to a specified location. Metadata output is in PDF format as well as a comma-limited .txt format for data manipulation.

Records managers send the contents of the transfer directories to the appropriate agency. After the agency acknowledges receipt of these items, records managers return to the properties for the folder, and select the "Retention" tab. They select the next retention event in the "Current Retention Event" drop down list (e.g., "Confirm Transfer" or "Destroy") and click "Update" to complete the operation.

3.16 *Destroying Records [C2.2.6.6.]*

Records managers search the database for all folders with a retention event of "Destroy." Versatile Enterprise displays a list of folders matching the search criteria. From here, records managers can add the search results to a data stream, and import the data stream into a destruction batch.

Versatile Enterprise's audit log records all of the destruction transactions. Deleted records are not recoverable with a file recovery utility. Record profiles for deleted records are automatically saved in the system, with their metadata updated to reflect that the electronic record is destroyed.

3.17 *Cycling Vital Records [C2.2.6.7.]*

Versatile Enterprise provides the capability to gather records based on cycling dates and to do updates of cycle dates after records have been reviewed. When records managers create file plan categories and designate them as vital, they specify a cycle period for when vital records need to be reviewed. They also specify a "reviewer" to which an e-mail will be sent when vital records in that particular file plan are due for review. During the test, Versatile Enterprise sent e-mail to the specified reviewer when vital records were due for review and cycling.

3.18 *Searching for and Retrieving Records [C2.2.6.8.]*

Templates guide simple and advanced searches in Versatile Enterprise. Simple searches allow users the option to search on one value at a time, whereas advanced searches allow users to build complex searches across item types using Boolean operators, if desired.

Users also have the opportunity to select exactly what fields should be presented in the search results view pane and specify the order. Records are retrieved based on the user's permissions.

Keyword searches within electronic records cover both the contents and title of the records.

Authorized users can also extract a copy of the record to the workstation.

3.19 *Access Controls [C2.2.7.]*

Versatile Enterprise provides several methods to control user access to records held in the repository. This control is managed in three ways: group level access, file plan access, and search filters. Combinations of these functions ensure that records can be held securely and can only be accessed by users with the permission to view or modify those records.

Versatile Enterprise supports multiple-user access. During much of the certification test, two users worked simultaneously performing various functions including filing system maintenance, document filing, record retrieval, reporting, and disposition activities.

3.20 *System Audits [C2.2.8.]*

Versatile Enterprise offers the capability to perform audit logging. The system audit log captures all activity that occurs in the repository to include add, update, and delete.

Versatile Enterprise collects the audit metadata specified in the Standard, however, it does not log users' attempts at unauthorized access.

3.21 *System Management Requirements [C2.2.9.]*

The operating system (MS Windows 2000 Server) and the database management systems (MS SQL Server 2000 and Oracle 9i) provide the required system management capabilities.

4. Non-Mandatory Features Demonstrated

4.1 Global Change Capability [C3.2.1.]

Versatile Enterprise provides the capability to make global changes to electronic records. In addition, Versatile Enterprise allows authorized users to make global changes to file plan components and record folders using the "Global Change Parameters" dialog.

4.2 Interface to other Software Applications [C3.2.3.]

Versatile Enterprise includes a plug-in to MS Office applications (Word, Power Point, and Excel) that allows users to file records from within the application in which they were created. Users select "Save As" from the File menu to select a record folder where the record should be filed. They complete the record profile and click "OK" to file the record.

4.3 Report Writer Capability [C3.2.4.]

Versatile Enterprise includes a report writer that allows users to design and build their own custom reports. Custom reports can be designed to support any number of records management operations including inventory, destructions, check-out, and charge-out reports. The report writer also contains a report wizard that guides users through the report creation process.

4.4 On-Line Help Capability [C3.2.5.]

Versatile Enterprise provides an on-line help capability. Users can navigate through a variety of help topics, or they can perform a search of the help index to locate a topic of their choice. Help is context-sensitive to the screen.

4.5 Document Imaging Capability [C3.2.6.]

Versatile Enterprise can integrate with a variety of scanning devices to facilitate filing of scanned images as records.

The imaging module consists of three features: image queue, image viewer, and image type. Authorized users can create multiple image queues in which to store images not yet attached to records. The image viewer allows authorized users to view and annotate images. Viewing options include thumbnail, zoom, rotate, best fit, flip, and annotation. Authorized users can create image types to which images can be assigned. Additionally, security can be applied to image types.

4.6 Fax Integration Capability [C3.2.7.]

Versatile Enterprise allows users to output a record to a fax server application. The user selects the appropriate fax machine from their printer drop-down list.

4.7 Bar Coding Capability [C3.2.8]

Versatile Enterprise includes bar coding capability within the core product. Authorized users can create bar code labels for files and boxes. Additionally, the application works with a variety of external bar code equipment to support retention center management and circulation of physical records.

4.8 *Retrieval Assistance Capability [C3.2.9.]*

Versatile Enterprise has extensive search and retrieval capabilities. Users can perform detailed searches using the Advanced Search dialog and build complex searches using Boolean operators. Full-text indexing allows for keyword searches. Users can index TIFF images by entering keywords in the user-defined or description metadata fields.

4.9 *File Plan Component Selection/Search Capability [C3.2.10.]*

Versatile Enterprise includes a search template that allows a user to search the file plan. Users enter their search criteria in the Record Category Identifier or Record Category Description search fields on the search template. Versatile Enterprise returns the list of file plan folders meeting the search criteria based on the user's permissions.

4.10 *Records Management Forms Production [C3.2.12.]*

Versatile Enterprise offers the capability to create records management forms using the Report Writer functionality inherent in the application.

4.11 *Print File Label Capability [C3.2.13.]*

Versatile Enterprise has built-in file label capabilities to design and print file labels for boxes, folders, and records. Authorized users can design their own labels, complete with barcodes, and queue them for printing.

4.12 *Internal Viewer Capability [C3.2.14.]*

Versatile Enterprise includes its own internal viewer for viewing TIFF images. When users open a TIFF image in the Versatile Enterprise viewer, Versatile Enterprise displays the image, as well as separate thumbnail images for each page of the document. Other viewing options include zoom, rotate, best fit, flip, fit width, and magnify. Annotations, highlights, and rubber stamps can be added to images.

4.13 *Web Capability [C3.2.15.]*

Versatile Enterprise offers an add-on Web Tool Kit. Users with authorized access and a web browser can search for specific records by name or content, select the items they need, and send an electronic request directly to the record center. Users can also fill out file and box creation requests.

4.14 *Enhanced Support for Off-line Records [C3.2.17.]*

Versatile Enterprise includes enhanced support for off-line records, including an extensive space management module.